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City of Alameda  
Job Code: 3512  
Approved by CSB: 1972-07-19

## INTERMEDIATE LIBRARY CLERK

### **Definition**

Under supervision, to perform clerical work of average difficulty in a public library, and to do related work as required.

### **Distinguishing Features**

This is the intermediate working level for a variety of library clerical and related tasks which do not require technical or professional library training, but do require library experience. Duties normally involve the use of some initiative and judgment, with supervision available for situations where standard procedures may not apply. Positions in this class are normally filled by persons working on a regularly scheduled full or half-time basis.

### **Example of Duties**

Performs basic library functions at the circulation desk, and in connection with the component tasks related to the overdue book process, and may act in a leadman capacity in directing and coordinating the work of others in these areas; answers inquiries regarding library services and the location of requested items; operates a variety of office and photographic equipment; types identification cards, summaries and reports.

### **Education & Experience**

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

#### **Education**

Graduation from high school.

#### **Experience**

One year of experience as a Junior Library Clerk or its equivalent.

#### **Knowledge**

Working knowledge of the functions, services available, and clerical and related activities of a public library.

#### **Ability**

Ability to perform clerical and related duties with minimal supervision; operate a variety of office and library equipment; type at the rate of 30 words per minute, and work effectively and cooperate with the public and others.